

DATE: \_\_\_\_\_

TO: \_\_\_\_\_ (Name of Department/Elected Official)

P.O. Box 6122  
Moncks Corner, SC 29461

Pursuant to the Freedom of Information Act, Section 30-4-10, *et seq.*, Code of Laws of South Carolina (1976, as amended), I request a copy of the following (please be specific).

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I understand that obtaining or using public records for commercial solicitation directed to any person in this State is prohibited under Section 30-2-50 of the South Carolina Code of Laws.

I understand that the County has fifteen (15) days, excluding weekends and County holidays, in which to respond. I also understand that I may have to pay for the costs of copying, research, and postage associated with my request.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Street/P.O. Box: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate your preferred method of delivery by checking the appropriate box below. If possible, we will respond by the preferred method; however, some responses may not be suitable for fax or email due to quantity, size or medium of the document.

☐ Mail ☐ Fax ☐ Email